Hierarchy:

Data Entry

Team

Content Writing

Team

Graphic Design

Team

Business Acc. Manager

Acc. Co-ordinator

Acc. Supervisor

Business Dev. Manager

CEO

CEO: Owner of the Comapany

Business dev. Manager: The main planning leader. Decides who, whom to give their service or not.

Business Acc. Manager: Sits with the dev. Manager to decide the terms of money, conditions of their service & decides what facilities the client wants.

Acc. Supervisor:Actually assign with the works. There are many of them but they are all under acc. Manager. But each supervisiors are assigned with different type of work. Such as buying, selling, maintaining.

Acc. Co ordinator: To split up acc. Supervisors work, they decides to team up co- ordinators who will work under them.

To do their work they(Acc. Supervisor & acc. Co ordinator) may need help from graphics team or other teams .They are on the same level as acc. Co-ordinator.

Delivery Time: In the fixed time, after client requests his store.

Training : BFDS( a partial organaization that the CEO owns) provides training. But now the service is halted for a certain period of time.

Quality Ensurance: Quality is made sure to be the best when handing over the product to the client. Also the transportation, selling is considered to be top notch.

Recruitment requirements:

Developing team:

1. Graphic design.
2. Web developing.
3. Data enterpreter.

Acc co-ordinator:

1. E-commerce.
2. Business strategies.
3. Google spread-sheet.

Working hour: from 9 A.M to -5 P.M.

Job : First 3 months are called the observation period . After that job is permanent.

Salary: when in observation period the salary is lower than actual amount. But after that salary is good in the rating scale of (poor-average-good-very good).

Work Flow:

Client’ wish-> Opening an amazon store-> after that production, selling , marketing , promoting brand all the works of tech rajshahi.

Officers:

Shahriar Ratul

Acc. Co-ordinator

Tech Rajshahi , Rajshahi

Md. Safiullah

Acc. Supervisor

Tech Rajshahi , Rajshahi